

POLICE CAPTAIN

DEFINITION

To plan, organize, direct, and coordinate the activities of a major bureau (Police Operations, Support Services) to provide highly responsible and technical assistance to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Chief.

Exercises direct supervision over subordinate sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop and implement departmental policies, goals, objectives, and priorities.

Plan, organize, manage, and review the work of a major bureau; areas of responsibility may include any combination of public safety services, including general patrol, traffic, crime prevention, investigation, and support services.

Manage major crime scenes, disasters, and terrorist incidents.

Prepare and administer department budget.

Assume responsibility for a variety of personnel actions, including selection, training, performance evaluation, disciplinary measures, and dismissals; review performance evaluations of all subordinate personnel.

Research, analyze, prepare, and present a variety of reports.

Assist in establishing department, rules, regulations, policies, and procedures.

Conduct studies and analyze the operations of assigned areas.

Investigate complaints pertaining to department activities and personnel.

Attend staff meetings; meet with subordinate personnel; assign and review work activities.

CITY OF MILPITAS
Police Captain

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Confer with County and State law enforcement officials and with other public officials.

Cultivate good community relations by appearing before civic, fraternal, and other community groups.

Serve as the Acting Police Chief when assigned.

Keep abreast of advancements in law enforcement techniques, police administration, and practices of police science.

Participate in Emergency Operations Command, Incident Command, SWAT, and other departmental activities as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration and law enforcement.

Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of local, State, and Federal law.

Recent court decisions and how they affect department operations.

Use of firearms and other modern police equipment.

Principles and practices of organization and personnel management in municipal government.

Ability to:

Plan, direct, manage, and coordinate a major bureau.

Communicate clearly and concisely, orally and in writing.

Prepare reports and correspondence.

Recommend and implement sound departmental policies.

Establish and maintain effective working relationships with those you come in contact with.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Act quickly and calmly in emergencies.

Exhibit technical ability that commands respect of subordinates.

EXPERIENCE AND EDUCATION

Experience:

Minimum of three (3) years of experience at the rank of Police Lieutenant or above, comparable to the classifications at the City of Milpitas.

Education:

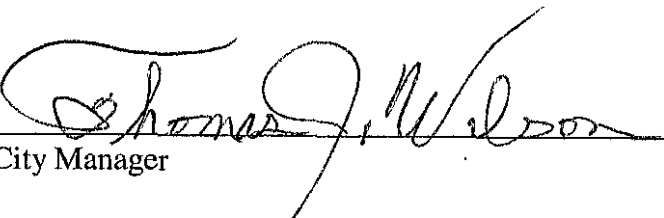
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, criminal justice, or related field.

Licenses and Certificates

Must possess and maintain throughout employment a valid California Driver's License; and possess an Advanced P.O.S.T. certificate.

Special Requirements: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas. The Captain must maintain the training and certification requirements of P.O.S.T. and the department and be able to perform the basic duties and responsibilities of a City of Milpitas Police Officer.

Approved by:


City Manager

4-12-04
Date